

STREET USE (SPECIAL EVENT) PERMIT APPLICATION

Applicant

Shane Burgess
Wisconsin Athletics
601 W Dayton Street
Madison, WI 53715
Email: Spb@athletics.Wisc.Edu
Phone: (608) 220-5704

Contact During Event

Shane Burgess
Wisconsin Athletics
601 W Dayton Street
Madison, WI 53715
Email Spb@athletics.Wisc.Edu
Phone: (608) 220-5704

Event Information

Name of Event: UW-Madison Spring Commencement

Event Type: One Day

Estimated Attendance: 7500

Is this a new event:

Event Additional Information

Run/Walk: ☐

Music/Concert: ☐

Festival: ☐

Rally: ☐

Parade: ☐

Posting no parking signs or bagging meters? ☐

Other: ☒

If other, please describe:

Commencement Ceremony

Site Map

Each event application must include a detailed event site map with the following items a applicable:

- Accessible paths for wheelchairs as well as disabled parking spaces
- Dumpsters
- Emergency vehicle access lanes (minimum of 20')
- Event Perimeter
- Garbage and Recycling - cleanup and trash/recycling plans are required with the site map
- Portable toilets
- Signage
- Stages
- Temporary Structures
- Tents
- Vendors

A helpful online resource for route mapping is: [Map My Run](#)

I understand I must attach site map and route map with this application, if applicable: ☐

Location Information

Capitol Square: ☐

State Street Mall (700/900): ☐

30 on the Square: ☐

Other: ☒

Street Names and Block Numbers:

1400 Block Monroe Street, Madison, WI 53711
100 - 300 Block Breese Terrace, Madison, WI 53711

Event Dates

Setup Date	Setup Time	Event Start Date	Event Start Time	Event End Date	Event End Time	Cleanup Completed Date	Cleanup Completed Time	Rain Date
05/08/2021	6:00 AM	05/08/2021	12:00 PM	05/08/2021	5:30 PM	05/08/2021	8:00 PM	

Temporary (Picnic/Beer) Licenses

Visit the [City of Madison City Clerk's Office](#) website under heading "Temporary Picnic/Beer License" to apply.

Will beer/wine be sold?(\$):

No

Will beer/wine be served (Free of charge)?:

No

I understand that a Certificate of Insurance with liquor liability, naming the City of Madison as additional insured, is required: *

☐

I understand I must apply for Temporary (Picnic/Beer) License to serve or sell beer/wine for this event:

☐

If the Temporary (Picnic/Beer) License is denied will the event occur?:

No

Street Use Event Vending License

If food will be sold please visit the [Public Health - Madison & Dane County](#) website.

I understand a Special Event License Application listing the vendors and their Sellers ID# is required:

☐

Will food and/or merchandise be sold?(\$):

No

Estimate number of vendors:

Public Amplification Permit

If public amplification is needed it must be kept to a reasonable level at all times and must end by 11 pm.

Will there be Public Amplification?(\$): ☐

Start Date	Start Time	End Date	End Time	Rain Date
------------	------------	----------	----------	-----------

SAFETY AND SECURITY

- Complete the Emergency Action Plan (EAP) template below to provide information about the safety plan for your event.
- For large events, contact [Madison Fire](#) prior to submitting the street use permit application, so they can review and make recommendations for additional emergency plan requirements.
- At the review of the street use permit application, Police and Fire Department representatives may also require [Special Duty Police Officers](#) or Fire Inspector staffing at your event. If MPD designates an event as a District Event, the organizer must contact [Central District MPD](#), (608) 266-4482, regarding Madison Police requirements for the event.

Emergency Action Plan [PDF/ MS Word](#)

RUN/WALK EVENTS

For run/walk events, organizers are strongly encouraged to contact [Police](#), [Traffic Engineering](#) and [Madison Metro](#) prior to submitting an application so these agencies can review and make recommendations on the proposed route(s).

I understand that I must submit the Emergency Action Plan: ☒

Equipment Rental - Downtown events only.

Will you need equipment rental from the City of Madison?(\$):

Trash Barrels:

Recycling Barrels:

Dumpsters:

Electrical Adaptors:

Marketing

Conditional approval of the event is required before promoting, marketing or advertising the event.

Do you want this included in the Madison Parks calendar of events?:

Event Website:

Notes:

Acknowledgement

If a street use permit is issued for the event, the Applicant agrees to comply with all permit conditions, and understands that failure to comply with any condition or any violation of law may result in the immediate cancellation of the event

Further, the Applicant is legally responsible and financially liable to the City of Madison for all city fees and costs associated with the overall organization, management, and implementation of the event and its related activities and maintains ultimate liability for payment of all fees and costs assessed by the City of Madison.

I have read the Acknowledgement: ☒

Indemnification

THE APPLICANT FOR A STREET USE PERMIT SHALL AGREE TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS EMPLOYEES AND AGENTS HARMLESS AGAINST ALL CLAIMS, LIABILITY, LOSS, DAMAGE, OR EXPENSE INCURRED BY THE CITY ON ACCOUNT OF ANY INJURY TO OR DEATH OF ANY PERSON OR ANY DAMAGE TO PROPERTY CAUSED BY OR RESULTING FROM THE ACTIVITIES FOR WHICH THE PERMIT IS GRANTED.

I have read the Acknowledgement: ☒

Signature

Signature: Shane Burgess

Date: 03/31/2021

UW-Madison Spring Commencement
Saturday, May 8th

6,000 projected students for the 12pm ceremony - gates open at 10:30am.

1,500 to 2,000 projected students for the 4pm ceremony – gates open at 4:30pm.

Will know more accurate attendance figures after April 14th

Breese Terrace closed 6am to 8pm. Will open earlier if possible depending on event tear-down.

Requesting Metro reroute buses during this time period.

Will ask Traffic Enforcement to post no parking signage on Breese Terrace early in the week.

Will ask that Traffic Enforcement start to tow cars on Breese Terrace at 6am on Saturday, May 8th.

Will ask that Parking Utility bags the outbound meters on the 1400 block of Monroe Street for Saturday, May 8th. Inbound / south side of the street can remain unbagged and open.

Jersey barriers will be positioned similar to UW football games on Breese Terrace, but crowd control barricades will also be built to control access to the area surrounding Camp Randall. Green line on site layout show proposed locations for fencing. The far west side of Breese Terrace will have a solid line of fencing, with opening for access at the north / south / and west for graduates to access the stadium through Badger Badge check points.

All graduates attending the ceremony will have to show a green Badger Badge prior to entering the stadium perimeter.

Purpose of the street closure is to help maintain a safe environment for a large number of pedestrians and to provide proper space for physical distancing between attendees. Additionally, this closure helps to ensure that only those graduates with tickets gather outside the stadium.

Emergency vehicle access will be maintained at the north and south end of Breese Terrace.

Crowd control barricades will allow for Badger Badge check points to limit access and crowding outside the stadium, with ticketing being required for the event. Tickets will be scanned at the gates.

Working with a vendor for crowd control barrier placement and traffic control signage. Type 3 barricades at north and south end at Breese Terrace, Type 1 barricades on roads leading into Breese Terrace from Lathrop Street.

The west bound left turn lane from University to Breese Terrace will be closed for the day.

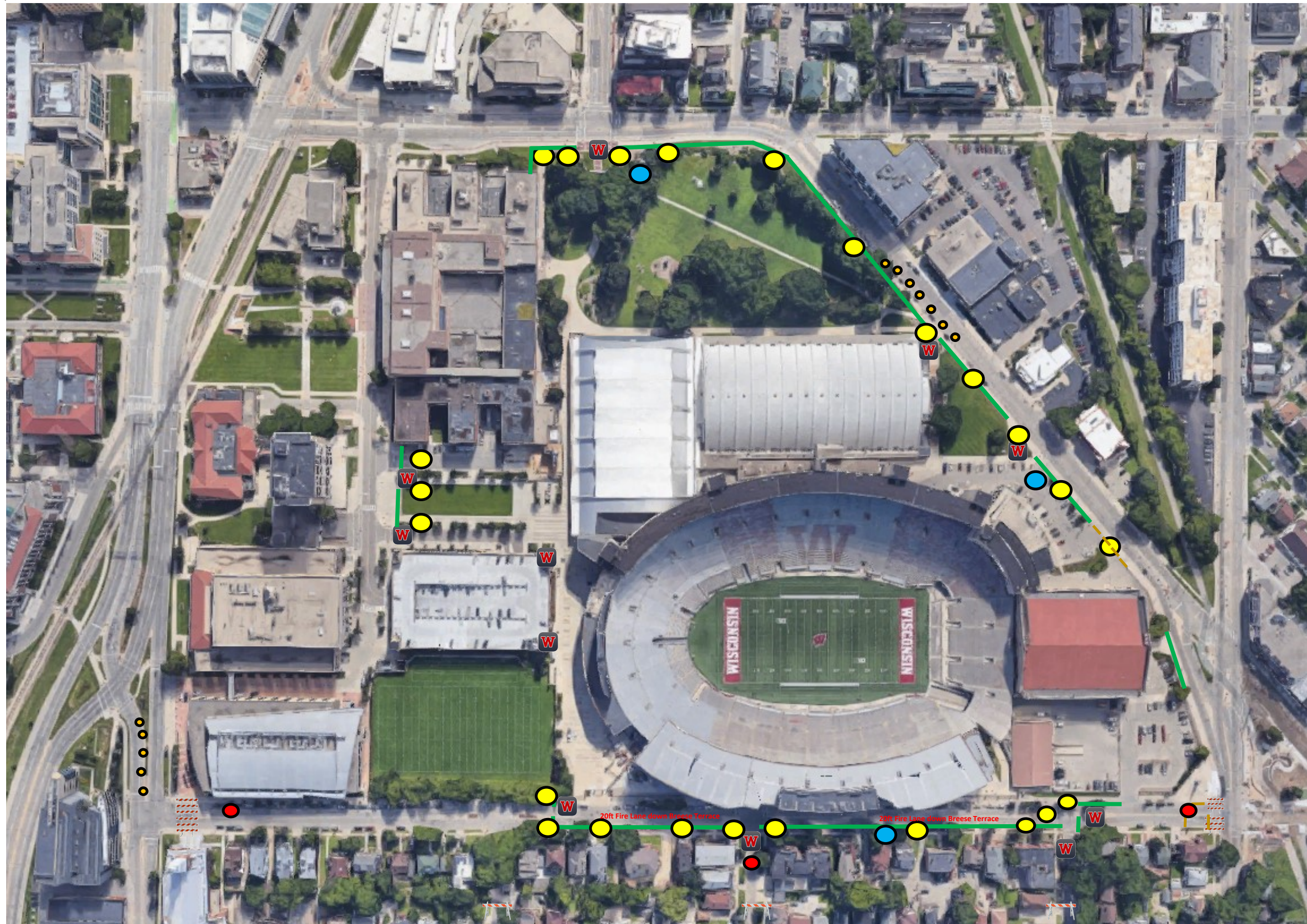
Police will staff the road closure from 8am to 6pm – with barricades up for set-up and tear down.

Residents will be allowed access to their property with showing ID's at the north and south vehicle check points, but during peak times before and after the ceremonies, vehicle traffic will not be permitted due to large crowd of pedestrians.

UW-Madison Community Relations will work to share event details with alders and neighborhood residents.



Spring Commencement Green Zone



Breese Terrace:

Closed 6am to 8pm

Fencing:


Arch / GAR Park: 1,200 ft

Breese Terrace: 1,100 ft


Type I and Type III Barricades

Perimeter Security:

CSC Staff  

Police 

Badger Badge:

 11 check points